**Example Letter:**

<div align="center">

**-COVER LETTER-**
**Family and Medical Leave Packet**

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[*THIS DOCUMENT SHOULD SERVE <u>ONLY</u> AS AN EXAMPLE LETTER. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE DELIVERY.*]

[Date]

[Employee Name]
[Address]

       RE:      Application for Family and Medical Leave

[Employee Name]:

You may qualify for family and medical leave.  Please find enclosed with this letter the following documents:

1. Application for Family and Medical Leave;
2. Notification of Eligibility and Rights and Responsibilities; and
3. Certification Packet.

If you desire to use family and medical leave, please review, complete, and return the enclosed documentation no later than fifteen (15) calendar days from your receipt of this letter.  If it is not practicable under the circumstances to return this documentation within that time frame, please contact me as soon as possible to inform me of the anticipated delay.  **Failure to return the enclosed documentation in a timely manner may result in the delay or denial of your rights under the federal Family and Medical Leave Act.**

Please contact me at [phone number] if you have any questions.

Sincerely,

[HRG]

Enclosures:     Application for Family and Medical Leave
                Notification of Eligibility and Rights and Responsibilities
                Certification Packet

cc:             Employee Medical File